

18 May 1979

MEMORANDUM FOR: Executive Officer to the DDA 25X1A  
FROM : [REDACTED]  
Acting Chief, Information Systems Analysis Staff  
SUBJECT : Request for Information for Use by A/DDA at  
DCI Retreat

1. We cannot provide this type of display on short notice.
2. New missions without an increase in resources.

a. Records Management

(1) A 1975 OGC opinion stated that the CIA is required to meet the provisions of the Federal Records Act. (There are allowances for accommodations to be made for specific sensitive records.) This opinion requires that we develop U.S. Archivist approved Records Control Schedules, and conduct a complete review of all of our records holdings. The review at the Records Center continues. The review of Headquarters holdings is yet to come. ISAS develops the procedures and coordinates these activities for the Agency.

(2) Records support to Agency management for the investigations. The decentralized nature of our records led to senior managers having to correct themselves after new revelations. The records people were tasked to ferret out the information which was stored many places.

b. Implementation of Executive Order 12065.

We were given four months to implement this new classification order which drastically changed the way we classify documents. In these four months ISAS:

(1) Designed, developed and coordinated classification guidelines for derivative classification.

(2) Coordinated the design and development of the required markings for memos, publications, cables, etc.

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(3) Coordinated the necessary waivers allowed under the Order.

(4) Wrote and coordinated a how-to handbook.

(5) Developed, with OTR, a training program for Agency personnel.

c. Beyond the implementation of the Executive Order, ISAS has also been tasked with continuing requirements:

(1) The Executive Order requires an Agency Information Security Oversight Program which is more extensive than what was required in the previous Order. The Executive Branch Oversight Office has a broader and more liberal charter and responding to them requires more effort on our part.

(2) The Classification Review Group/ISAS was created to meet the 30 year review requirement of E.O. 11652. E.O. 12065 requires a 20 year review.

d. ISAS has been tasked to review the Department of State Foreign Relations Series galley proofs. This requirement was levied as a result of complaints from State that the CIA was not conducting these reviews in a timely fashion. Before being assigned to ISAS, the CIA was attempting to handle the reviews in a decentralized fashion. Manpower over a 3 month period is 283 hours. The review of manuscripts in support of OPA/PRB requires 306 hours over a 3 month period.

3. The recent IG audit report which we have reviewed in draft offers a recommendation:

"Determine the importance and priority for implementation of the Agency Records Management Program. Provide resources needed to meet established goals."

This recommendation results from a list of records management activities which are not being addressed as the resources are spread too thinly. Examples include: Vital Records necessary to continue CIA functioning in an emergency and OMB required Reports Management function.

4. R&D projects: none

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5. Critical programs we cannot pursue. The issues of office automation and sensitive document control cry out for some degree of standardization of records handling procedures, which in itself would tend to save resources; and some very basic everyday planning. We do not have the resources to plan the records management activities or develop standards.



**25X1A**